QUICKGuide d-Copia 1800MF/d-Copia 2200MF

ENG

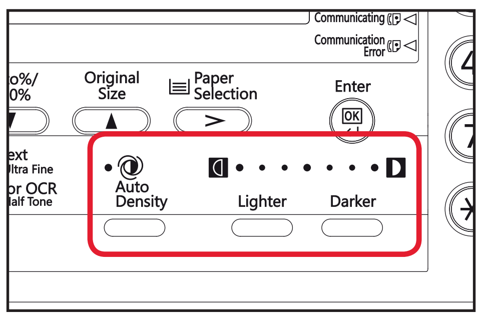
E-Mail operation

Scan settings

❶ Press SCAN button.

❷ Use AUTO DENSITY button to select density automatically.

❸ Use LIGHTER/DARKER button to set density manually.

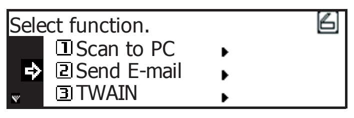

Communicating
Communication Error
%/
0%
Original Size
Paper Selection
Enter
ext
ltra Fine
or OCR
alf Tone
Auto Density
Lighter
Darker

Sending

❶ Place the originals on the platen or in the optional document processor.

❷ Press SCAN button.

❸ Select SEND E-MAIL with ARROW buttons. Press ENTER button.

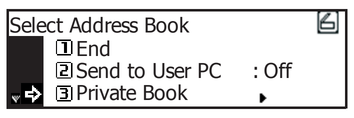

Select function.
1 Scan to PC
2 Send E-mail
3 TWAIN

❹ Optional: Select Mail user with ARROW buttons. Press ENTER button.

Choose on of the following options:

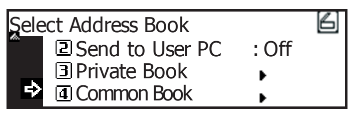
From the private addressbook

- Select PRIVATE BOOK with ARROW buttons. Press ENTER button.

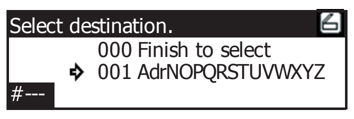

Select Address Book
1 End
2 Send to User PC : Off
3 Private Book

From common addressbook

- Select COMMON BOOK with ARROW buttons. Press ENTER button.

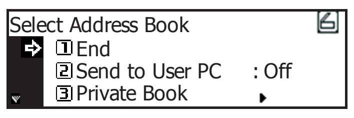

Select Address Book
2 Send to User PC : Off
3 Private Book
4 Common Book

❺ Select desired destination with ARROW buttons. Press ENTER button.


Select destination.
000 Finish to select
001 AdrNOPQRSTUVWXYZ
#---

❻ Select FINISH TO SELECT if you made your selection. Press ENTER button.

❼ Select END with ARROW buttons. Press ENTER button.


Select Address Book
1 End
2 Send to User PC : Off
3 Private Book

❽ Press START button to start scanning.

For more details refer to the user manual on the co-packed CD-ROM.

Fax operation

Cod.: 552200en_es

Faxing

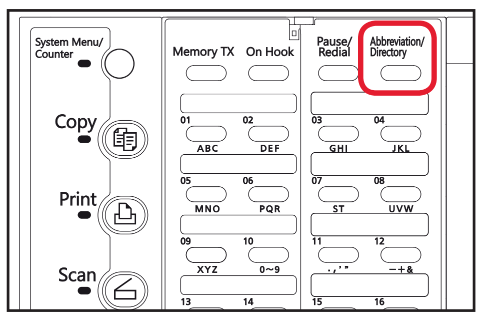
❶ Place the originals on the platen or in the optional document processor.

❷ Press FAX button.

❸ Choose one of the following options:

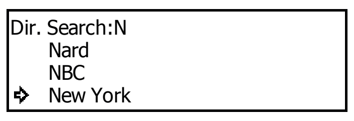
Destination from the addressbook

- Open the fax cover plate to the right.
- Press ABBREVIATION/DIRECTORY button to select a destination.
- Type in the 3-digit number with TEN PAD keys.
- Transmission will start automatically.


System Menu/ Counter
Copy
Print
Scan
Memory TX
On Hook
Pause/ Redial
Abbreviation/ Directory
01
02
03
04
ABC
DEF
GHI
JKL
05
06
07
08
MNO
PQR
ST
UVW
09
10
11
12
XYZ
0~9
13
14
15
16

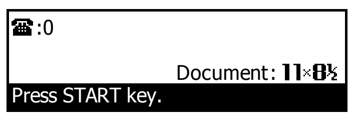
Searching in the addressbook

- Open the fax cover plate to the right.
- Press ABBREVIATION/DIRECTORY button twice.
- Type in the first characters with the ONE TOUCH keys.
- Use ARROW buttons to select the desired entry.
- Press ENTER and dialling will start automatically.


Dir. Search:N
Nard
NBC
New York

Enter a destination

- Enter the number with TEN PAD keys.
- Press green START button to start transmission.


☎:0
Document: 11×8½
Press START key.

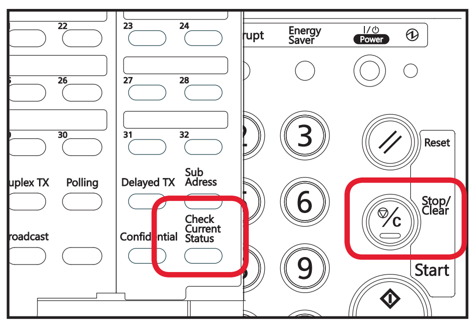
Cancelling fax job

❶ Press FAX button.

❷ Open the cover plate to the left.

❸ Press CHECK CURRENT STATUS button continuously and press STOP/CLEAR button.

❹ Transmission will be cancelled. In case of broadcast transmissions cancel the remaining jobs by selecting NO button and press ENTER button.


22
23
24
26
27
28
30
31
32
uplex TX
Polling
Delayed TX
Sub Adress
roadcast
Confidential
Check Current Status
rupt
Energy Saver
Power
Reset
Stop/ Clear
Start
3
6
9

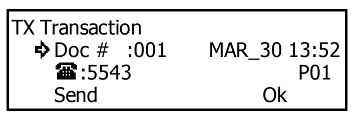
Checking transmission result

❶ Press FAX button.

❷ Open the cover plate to the left. Press STATUS key.

❸ Select TX RESULT ON LCD and press ENTER button.

❹ Select the desired job with ARROW buttons. You can see the result on the screen.


TX Transaction
Doc # :001 MAR_30 13:52
☎:5543 P01
Send Ok

❺ Close menu with ENTER button.

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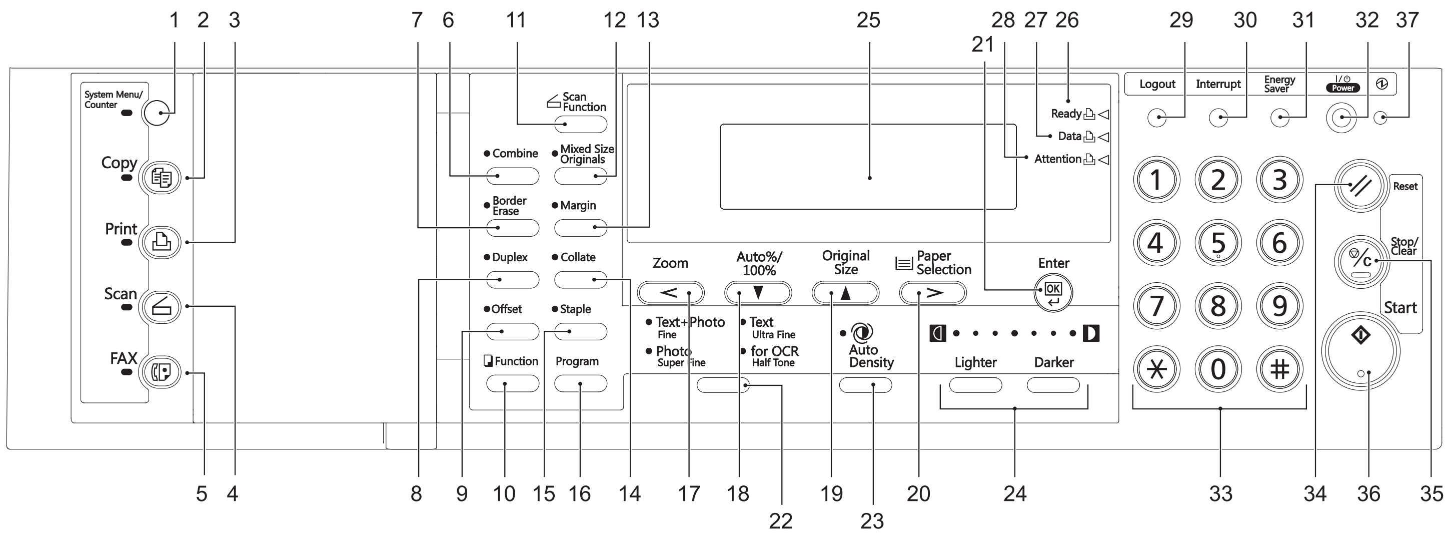
ENG

Operation panel


1
2
3
7
6
11
12
13
25
28
27
26
21
29
30
31
32
37
System Menu/ Counter
Copy
Print
Scan
FAX
Scan Function
Combine
Mixed Size Originals
Border Erase
Margin
Duplex
Collate
Offset
Staple
Function
Program
Zoom
Auto%/ 100%
Original Size
Paper Selection
Enter
Text+Photo Fine
Photo Super Fine
Text Ultra Fine
for OCR Half Tone
Auto Density
Lighter
Darker
Ready
Data
Attention
Logout
Interrupt
Energy Saver
Power
Reset
Stop/ Clear
Start
5
4
8
9
10
15
16
14
17
18
19
20
24
33
34
36
35
22
23

1 System Menu/Counter key and indicator
2 Copier key and indicator
3 Printer key and indicator
4 Scanner key and indicator
5 Fax key and indicator
6 Combine key and indicator
7 Border Erase key and indicator
8 Duplex key and indicator
9 Offset key and indicator
10 Function key
11 Scanner Function key
12 Mixed size original key and indicator
13 Margin key and indicator
14 Collate key and indicator
15 Staple key and indicator
16 Program key
17 Zoom key / < key
18 Auto%/100% key / ▾ key
19 Original Size key / ▴ key
20 Paper Selection key / > key
21 Enter key
22 Image quality mode select key
23 Auto Density key
24 Lighter key / Darker key / exposure display
25 Message display
26 Ready indicator (green) Lit
27 Data indicator (green) Lit
28 Attention indicator (red) Lit
29 Logout key
30 Interrupt key and indicator
31 Energy Saver key and indicator
32 Power key and indicator
33 Numeric keys
34 Reset key
35 Stop/Clear key
36 Start key and indicator
37 Main power indicator

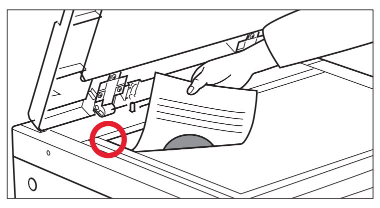
Copy/Print operation

Cod.: 552200en_es

Preparations

❶ Place the originals on the platen or in the optional document processor.

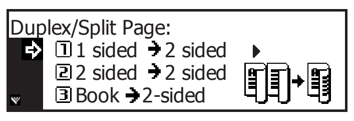
❷ Enter the number of copies with the TEN PAD key.



Optional settings

Duplex

Press DUPLEX button and select the desired function.


Duplex/Split Page:
1 1 sided → 2 sided
2 2 sided → 2 sided
3 Book → 2-sided

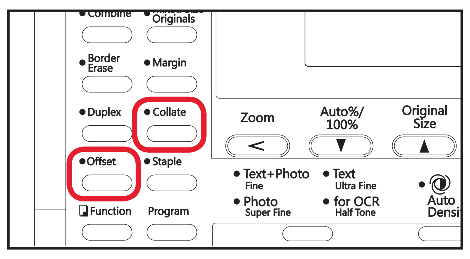
Paper source

Press PAPER SELECTION button. Choose the desired paper format. When using special sizes select the MP tray. Ensure, that MP tray size setting is correct.

Offset mode

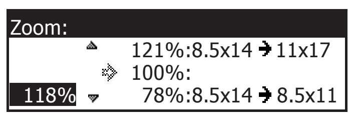
Press OFFSET button first. After that press COLLATE button. Both LED should light now. Change the number of sets with TEN PAD keys. Press START button.

NOTE To operate this function you need an A4 and an A4-R paper source.


Combine
Originals
Border Erase
Margin
Duplex
Collate
Offset
Staple
Function
Program
Zoom
Auto%/ 100%
Original Size
Text+Photo Fine
Photo Super Fine
Text Ultra Fine
for OCR Half Tone
Auto Densi

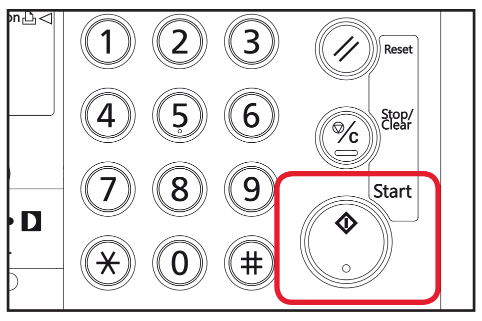
Reducing/Enlarging (Zoom)

Press ZOOM button. Select the original format and the target format or choose the zoom factor. Use ARROW buttons to select.


Zoom:
121%:8.5x14 → 11x17
100%:
118% 78%:8.5x14 → 8.5x11

All of above optional settings have to be confirmed with ENTER button.

❸ Press START button and the copy starts.

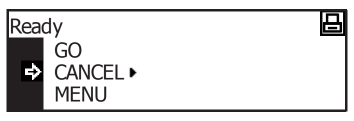

1
2
3
4
5
6
7
8
9
0
Reset
Stop/ Clear
Start

Cancelling print jobs

❶ Press PRINTER button.

❷ Select CANCEL with ARROW buttons.

❸ Select the job to be cancelled and press CANCEL button.


Ready
GO
CANCEL
MENU

❹ Confirm with ENTER button. The print job will be deleted.

For more details refer to the user manual on the co-packed CD-ROM.